

CONFERENCE DISCUSSION WITH RECORDS MANAGEMENT BOARD
Moderated by CIA Records Administration Officer

3 December 1971

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There are several things that we should get the comments from our board on. I will now introduce our Board members: [REDACTED] is our DCI representative, but is not attending the Conference; [REDACTED] represents the DDI; [REDACTED] represents the DDP; [REDACTED] represents the DDS and [REDACTED] represents the DDS&T. These are Agency RMO's indicated by Col. White in 1968. The Records Management Board was developed to consider Agency-wide problems and to provide policies and solutions to "Top Management". The Records Management Board Chairman is myself, and [REDACTED] is its secretary. The Board meets on the 4th Tuesday of every month, and we furnish information regarding our activities to the DDS.

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We will begin by going into several things which have hit us. First, I would like reaction from Board members regarding Records Retention Plans. We are assuming that from what has been said from "On High" concerning the fact that we must find a solution to deciding who must be the Office of Record, the members of the Board have decided that we had better proceed with this... It has been suggested by one of our panels that we call our Records Retention Plan an inventory.

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[REDACTED]

We will now have comments from Board members:

To begin the item of Records Retention Plan, identifying records of permanent value are the words used in the Federal Records Act. This has come to all Government activities. In the DDI in August and September of this year we got together our RMO's and discussed the problems we have been discussing down here. At that time we tried to get our heads together and figure out the best way to approach identifying the Office of Record. We felt that we are compelled to have an Office of Record and a Records Retention Plan since the Agency went along with the National Archives conception that all Agencies identify their records of permanent value. We decided that we are going along automatically and that we would have an Office of Record and Records Retention Plan. Col. White's letter brought this to a head. He wanted the Agency RMO people to consider two problems: The 1,000 cu. ft. ceiling and Records Retention Plan with identification of Office of Record. This was the basis on which we proceeded.

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Based on this Records Retention Plan, we the Board, were challenged by Col. White to report by the end of October considering plans for microfilming of Machine Printouts. 1 March seems to be an agreeable deadline by our directorates to reach solution to the two problems facing us. I would like to state that [REDACTED] is the overall Project Officer for the Records Retention Plan for the DCI, and also [REDACTED] gets support from [REDACTED] DCI and [REDACTED] RAB. DDP is attempting to get their schedule into computer language.

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We hope in the DDI to have at least a draft by the middle of December. This March deadline is not the deadline for when the Records Retention Plan is going to be completed. We don't know when the plan will be completed. In December we will review our draft. At that time we will look at problems coming up; after that we will be in a better position to set a deadline.

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[REDACTED]

In the DDS we have had a meeting on these two problems. We have planned for a draft to come in on 15 January. We have passed out material on how it should be done. I feel we will make it.

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[REDACTED]

We have a lot of work to do on our Records Retention Plan. We have now completed 30 to 40 per cent of it. We have a general plan in CS 7²7. We need to identify records that we need to put into official files so everyone will know what they are. We have been working on this for two years. We now have the capacity to do this. We want this system to be compared with existing system. We want it to have the capability to index and compare documents. We plan to put out the instruction on this and have RMO's identify these files and then have them identified by CS Control.

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[REDACTED]

We agree that there should be an Office of Record. We feel the originator of document should be the Office of Record. Does the Board have any idea who should be the Office of Record?

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[REDACTED]

I don't agree that the originator should be the Office of Record. This is a question of responsibility. We have a problem in CS Staff concerning this. Within our Staff I have just been reviewing our subject files, and I came across a file that we write papers on the subject; but the office of record should be the CI Staff since they are responsible for the function.

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[REDACTED]

This proposal may hold true in many of these situations but not all. This is part of our problem in giving guidance. There are so many diversifications that to make sweeping generalizations is impossible.

This is all the guidelines we have. We have interpreted it to give you guidelines. You must look in your office and identify what you think is important, and if you have something that you think should be kept elsewhere, the Board should be able to come up with a solution. When it comes to guidance, we would like to give you a formula but this requires judgement from managers. We will have to count on your experience and initiative to come up with these formulas.

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[REDACTED]

Someone suggested that [REDACTED] should tell us what to do; however, we are going to have to look at files to see just what is there.

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[REDACTED]

The Office of Record problem is something that is going to have to be worked on as you identify particular records. As it goes to the directorate RMO, it will be refined, and when it reaches top officials it will come out pure.

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[REDACTED]

I feel that the Office responsible for the activity of the records should be the Office of Record.

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[REDACTED]

Three of us review our files to figure out who was responsible for what. Someone from one office may write a paper on an item that is really the responsibility of another office to perform.

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[REDACTED]

I feel the action office would normally be the Office of Record.

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[REDACTED]

Let me remind the chairmen on each of these panels that the reward for good work is more work. Everyone is doing a magnificent job. You must turn in a formal report for your panel on your panel's policies and decisions.

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[REDACTED]

Once you get the reports from each panel, do you plan to distribute them to participants of the Conference?

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[REDACTED]

The report which I send to "Top Side" will be sent to the RMO's. The 8th of December is the deadline for these reports.

1,000 Cu. Ft. Ceiling

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We already had guidelines on material for large items, and now the panels have given us material to be used on small items.

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DDS&T has figured out how to approach ceiling from individual office standpoint. Based on the amount of activity for each office for the past 2 years, I have given the individual offices figures they could use for their separate ceilings. Contrary to the belief that we don't have many records, we have many records being held in our individual office space.

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[REDACTED]

I would like to say that the Records Control Schedules are vital documents for getting the program rolling and for getting offices under control. This is essential.

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